

TPA Account Maintenance

TPA ACCOUNT PROFILE

Introduction

This section of the document will explain how an authorized user can modify a TPA profile. The account profile elements that can be modified under this maintenance activity are: TPA name, Organization type.

Step-by-Step Instructions:

1. Navigate to the TPA home page. If required, please refer to the instructions in the section 'Logging In'.
2. Click on the link 'Account Maintenance'. The Account maintenance home page will appear as shown below.

Change Password Logoff	
TPA Home Account Maintenance • Account Profile • Address Information Employment and Wage Detail Reporting Payment Information Searches User Maintenance	<div>Third Party Administrator</div> <div>TPA ID: 100 TPA Name: XXXX</div> <div>Account Maintenance</div> <div> Account Profile View or update TPA account information such as: Name, Organization Type, addresses and phone numbers </div> <div> Address Information Update or create additional address types. Maintain phone numbers and e-mail addresses. </div>

3. Click on 'Account Profile'. The page shown below will appear. Enter your changes as necessary and click on 'Save'.

Change Password Logoff	
TPA Home Account Maintenance • Account Profile • Address Information Employment and Wage Detail Reporting Payment Information Searches User Maintenance	<div>Third Party Administrator</div> <div>TPA ID: 100 TPA Name: XXXX</div> <div>Account Profile</div> <div> TPA ID: 1001 TPA Name: <input type="text" value="xxxx"/> Employer Account Number: <input type="text"/> FEIN: 1000 Organization Type: <input type="text" value="Other"/> </div> <div>Save</div>

4. Your account profile will be updated.